

Friends of the Salem Library

August 14, 2017

Attendees: Carl Nawrocki (Chair), Vicky Coffin, Carole Eckart, Len Giambra, Martha Giegel, Heidi Preston (arrived at 7:15), Judy Rabe, Jane Wellbrock Bobbie Ziegra, George Ziegra,

Carl called the meeting to order at 7:02 p.m.

Additions to Agenda: Carl noted that a FoSL Executive Board meeting was held 5/16/17. The group put together the budget plan but didn't need to approve b/c we approved at annual meeting.

General Business:

Secretary's Report: Martha emailed the minutes from the 5/18/17 meeting prior to this meeting for review.

➤ A motion to accept the May 18, 2017 meeting minutes was made/seconded (GZiegra/Eckart) and unanimously approved.

Treasurer's Report: George adjusted the "2017-2018 Plan" column to reflect changes discussed at annual meeting.

INCOME	2017-2018	\$ To Acquire	
	Plan	As of 8/14/17	Variance
Membership	\$3,200.00	\$280.00	\$2,920.00
Donations	\$4,000.00	\$2,790.00	\$1,210.00
Book Cart	\$250.00	\$115.79	\$134.21
Other	\$150.00	\$51.98	\$98.02
Interest	\$150.00	\$19.00	\$131.00
Book Sale(s)	\$8,000.00	\$0.00	\$8,000.00
From existing funds	\$2,000.00	\$0.00	\$2,000.00
Totals	\$17,750.00	\$3,256.77	\$14,493.23

EXPENDITURES	2017-2018	AVAILABLE	
	Plan	As of 8/14/17	Variance
Postage	\$150.00	\$0.00	\$150.00
Membership/Passes	\$2,000.00	\$600.93	\$1,399.07
Gifts/Awards	\$400.00	\$0.00	\$400.00
Summer Reading	\$2,800.00	\$2,596.86	\$203.14
Book Sale	\$600.00	\$58.48	\$541.52
Story Hour	\$200.00	\$0.00	\$200.00
Programs	\$6,000.00	\$987.73	\$5,012.27
Collection	\$5,000.00	\$2,009.77	\$2,990.23
Awareness	\$300.00	\$0.00	\$300.00
Miscellaneous	\$200.00	\$18.50	\$181.50
Fees	\$100.00	\$0.00	\$100.00
Totals	\$17,750.00	\$6,272.27	\$11,477.73

ACCOUNTS SUM (8/14/17)

Checking	\$1,573.65
Savings	\$9,677.12
CD #1	\$4,967.82
CD #2	\$2,444.80
As of 8/14/1	\$18,663.39

Items to note:

- Lana Warren- we received a donation in her name.
 - Membership- on track for this time of year.
 - Expenditures- Summer reading is almost done. George has received one bill for next year.
 - The budget shows that we are outspending our revenue right now, but will balance after book sale. We are on track.
 - Book cart sales have gone up after rotating books so patrons can see the cover.
 - We bought a hand cart; came out of book sale line.
- A motion to accept the Treasurer's Report **as of 8/14/17** was made/seconded (Giambra/JRabe) and passed unanimously.

Membership Report: Jane- Numbers are staying steady; currently have 147 members. 11 people haven't returned renewals.

State of the Library: Vicky distributed copies of her report; hard-copy is at the end of the minutes.

To note:

- Finished summer reading- 145 students grades Pre-k through 11th read 1,800 books. Kids won weekly prizes and raffle tickets for Salem Valley Farms. There was also a good selection of bigger raffle prizes.
- There have been programs throughout the summer for all ages. Bobbie helped scoop ice cream at the summer reading finale- thank you. Acc/to Carl it was the best summer reading program ever- about 30% of Salem School population participated.
- Next year's theme will have something to do with music.
- Programs- Vicky commented that people enjoy music concerts. There will be two musical programs in the Fall. Folk duo Hungrytown will be here Sept. 9th and Ken Yates will be here Oct. 28th.
- The library is participating in the "CT author trail." We will sponsor a book talk by the local author Hali Keeler on Sept. 6th. Wrap-up celebration will be at Mohegan Sun featuring Beatrice Williams along with all of the other authors.
- A Radio Show will be held on Sept. 30th featuring an actual script from Sherlock Holmes.
- Planning some drop-in programs.
- The library got a license to show movies. We can't charge admission or post the movie title in any publications. However, we can make fliers to post in the library and put on our website.
- Storytime- traditionally do storytime one Friday a month. Susan has volunteered to take over storytime & she is planning to do a 6 week chunk (people sign up for 6 weeks.) Hopefully people will be more vested and attend regularly.
- Planning a board game evening for teens and adults, a Lego night for kids and teens, and drop-in crafts.
- Museum passes- did not renew Hillstead Museum & Children's Museum of SE CT. Added 4 new ones- CT Beardsley Zoo, Yale Peabody Museum of Natural History, Children's Museum & Roaring Book Nature Center, and the New Britain Museum of American Art.
- Donations- the Urbanik fund was set up years ago for children's services. \$\$ went into a CD which matured this summer. The Library Board decided to start using \$\$ instead of rolling it over. So far \$\$ has been spent on painting the children's room, decals, and a play kitchen. So far have spent about \$850-\$900. Some funds will be used for the children's collection.
- The 8 Mile River Band is not available for our anniversary party this year. Vicky and Sharon are looking for a new band. Suggestion- Lew Buckley retired from the Coast Guard band and now he has a band. Vicky will check it out. Also could check at the Music Bureau for suggestions.

Library Board Report: Len gave the following update:

- No new business transacted at the last meeting.
- Len and Maryann are finishing up their positions on the Board. Present members of the library board have agreed to be in leadership positions.
- On Sept. 17th at 1:00 Maryann Casciano is having a potluck at her home for staff, library board members, and Friends. Carl will send out a notice.

FoCL (Friends of Connecticut Libraries): Carl gave an update: In preparation for the Fall meeting, Carl is doing a survey of how libraries view their Friends groups. For example, aside from fundraising, what else do your Friends groups do?

Old Business:

Ongoing Committees:

Publicity Our Town: Carl submitted an article for Our Town, mostly about the Book Sale and success of the Summer Reading program.

Library Credit Card: There is a new Debit card for the library staff to use. This will simplify things for staff and also cut down on the amount of checks distributed by George.

Plaques: At Exec Board meeting we decided to give Elizabeth Lane a plaque for running the Spring book sale. Plaques will also be made for Lana Warren and the Urbanik Fund for donations.

New Business:

Town Birthday: The town's 200th anniversary is coming up in the year 2019. The Friends will be adjunct members of the committee. Carl asked Vicky how much we should set aside over 2 years. At this point we are thinking about having a series of events rather than just one big event. It was suggested that we set \$500 aside this year and \$500 next year.

Used Book Sale Lessons Learned from 2016:

- Carl will try to get New London Day to add us to the Apple Festival article.
- Big sign at the end of Rte. 11 disappeared. Reluctant to put the other one up again.
- We need to pay more attention to the amount of people at old library loading books. Last year we did not have enough.
- Set-up of tables- tally tables and payment tables need to be separated. Tally tables in front of bleachers; payment tables on South wall.
- Tally slips should indicate cash, credit, checks.
- Knitters & Quilters want to be there Friday night- they would like to be located near the Specials table (so Judy can do both). Specials needs 1 table; one table for sewing, and one table for knitting. Len- need better signage for these groups. Could hang from bleachers. Sign could say "Friend's Crafts" or something similar. Needs to be associated with Friends. Carl will come up with something and send to Judy.

- Consider handing out tax deduction form when people become members. We decided that we will keep copies on table for anyone to take.
- Stop and Shop is no longer using paper bags. Noels has paper bags. We could also check online. Need about 250 bags. If we pay for bags it could add cost to price of bag sale (ex. \$6 instead of \$5).

Book Sale Planning: Tickler file:

- Have a lot of books so don't need to advertise.
- Tons of nautical books and cookbooks.
- Have insurance for \$1 million.
- Application for use of gym in to school. Won't hear back until September.
- Carl has updated Bookfinder.
- Bighearted Books has been notified-they will pick up used books at the end.
- Judy will do Specials.
- Norm will be in charge of tables and drivers.
- Non-fiction is almost finished sorting; fiction next.
- Carl will put up a sign in library for moms to help sort children's books.

Other Business: Len reminded us about the matching program through Charter Oak. They will match up to \$500 for an individual who is a Charter Oak member. We could put an application in with renewal membership letter.

Upcoming Meeting Dates:

November 13, 2017
 February 12, 2018
 May 14, 2018 (Annual Meeting).

- A motion to adjourn the meeting at 8:29 p.m. was made/seconded (Giambra/ GZiegra) and passed unanimously.

Respectfully Submitted,
Martha Giegel, Secretary

Summary of Motions:

- A motion to accept the May 18, 2017 meeting minutes was made/seconded (GZiegra/Eckart) and unanimously approved.
- A motion to accept the Treasurer's Report **as of 8/14/17** was made/seconded (Giambra/JRabe) and passed unanimously.
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